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Financial Management

**CIVILIAN TIME AND ATTENDANCE
RECORDS QUALITY ASSURANCE
PROCEDURES**

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This instruction establishes procedures for documenting time and attendance for civilian employees and for verification of military duty performed (Active or Inactive duty) with civilian Time and Attendance (T&A) records. It includes a semi-annual inspection to compare duty performance records with T&A records to ensure compliance with civilian leave procedures. It applies to all Air Force Reserve Technician (ART) employees and non-ART civilian employees who are also reserve members of the 908 Airlift Wing.

SUMMARY OF REVISIONS

This revision changes references to align with AFRCPD 65-1 and DODR 700-14, Volume 8, as applicable. This revision changes approval authority for AF Form 428, **Request for Overtime, Holiday Premium Pay, and Compensatory Time**, to comply with AFRC/CC policy. It also incorporates recent changes in the use of military leave, and includes timekeeper initials on AF Form 40a for Readiness Management Periods (RMPs). The approval process for the use of Special/School tour mandays at home station by Air Reserve Technicians is also addressed in this revision.

1. Responsibilities:

1.1. Supervisor's Responsibilities:

1.1.1. Supervisors are responsible for the certification of T&A records. The supervisor may assign checking of daily attendance and posting of Time and Attendance forms to a subordinate. The supervisor is still responsible for the accuracy of the forms he or she certifies.

1.1.2. Supervisors will submit changes to work schedules for employees on the compressed work-week to the timekeeper the Wednesday before the end of the previous pay period when any changes occur.

1.1.3. The supervisor must ensure an **AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time**, is approved before their employee performs the work.

1.1.4. Each supervisor is responsible for properly submitting orders and informing the timekeeper of civilian employee's duty status.

1.2. Employees' Responsibilities: The employee is responsible for keeping the timekeeper informed of his/her duty status. To facilitate this, turn the following items in to the timekeeper upon completion

1.2.1. AFRC Form 4, Air Reserve Technician (Aircrew) Work Hours Record (CIV, AD, IAD), for ART aircrew members on long distance flights in civilian status.

1.2.2. A copy of orders when military leave is used should be attached to the timecard. When the active duty tour is completed, forward a certified copy of the order to the Timekeeper. Timekeepers will ensure certified copies of orders are provided to the 42 CPTS/FMFS for audit purposes when military leave is used. SF 71, Application for Leave, will be used if employee will be unavailable to initial timecard for the leave.

1.3. Timekeeper's Responsibilities. All personnel responsible for tracking T&A records will appoint a primary and alternate timekeeper in writing. A copy of this appointment letter should be in the T&A book. Prior to assuming timekeeper responsibilities, this individual will schedule and receive training from 42 CPTS/FMFS and read *DODR 7000.14-R, Volume 8, Civilian Pay Policy and Procedures*. This publication provides standardized instructions for preparing and certifying Time and Attendance reporting. Timekeeper responsibilities consist of the following:

1.3.1. Post daily entries for all exceptions to an employee's normal tour of duty.

1.3.2. Deliver certified and completed timecards to applicable individual for DCPS input by 0845 every other Thursday, unless otherwise specified.

1.3.3. Timekeepers maintain a copy of all certified timecards and, when applicable, certified active duty orders. Forward original T&A with all supporting documentation to the individual responsible for inputting T&A data into DCPS. Individuals that input timecards will maintain T&A documentation for six years in accordance with AFM 37-139, T177-21, Rule 3. This time and attendance documentation will be used for audit purposes.

1.3.4. Send original copies of the AF Form 428 to 908 AW/FMA for funds certification and filing. Units will maintain copies of AF Form 428 with T&A records.

1.3.5. Maintain the SF Form 71 until the employee initials his/her timecard. When the timecard is not initialed by an employee, the SF Form 71 will be maintained with the copy of the timecard for 6 years in accordance with AFMAN 37-139, T177-21, Rule 3. If T&A forms have been initialed by employee, destroy the SF 71 at the end of the pay period in accordance with Rule 3.02.

1.3.6. Maintain a copy of all orders with the original T&A sheets according to AFMAN 37-139. When a member is charged military leave, forward a copy of the certified order to Civilian Pay, 42 CPTS/FMFS, Bldg 804, as stated in paragraph 1.2.2.

1.3.7. Sign and date the AF Form 938, Request and Authorization for Active Duty Training/Active Duty Tour in blocks 47 and 48 prior to submitting to, 908 AW/FMFP, Military Pay. This requirement pertains to all ART active duty orders.

1.4. 908 AW/CC Responsibility: The 908 AW/CC, Logistics Group Commander, Operations Group Commander or Deputy Support Group Commander or their designee, will approve (in advance) all active duty orders for ARTs to be performed at home station. **Note:** If the group authority desires to delegate the authority, the designee for the particular group is limited to one level below the group commander in the full-time staff for that group. If no designee is authorized, the approval authority will be the Wing Commander in their absence.

1.5. Unit Responsibilities:

1.5.1. Unit resource advisors should utilize RMPs for ARTs at home station in lieu of active duty orders (mandays) as much as possible when the duty performance will be on a regularly scheduled work day. Manday utilization on non-duty days at Home station by ARTs is authorized as long as they are required for mission purposes and can be construed to be primarily in the military duty areas of the technician. Use of mandays by ARTs to backfill vacant civilian positions is discouraged and should be kept to a minimum except under strict mission requirements.

1.5.2. The transmittal listing that contain orders for ARTs performing duty at home station will reflect the following statement – “Orders requests on this transmittal listing are for Air Reserve Technicians performing duty at home station and require advance approval by the Wing Commander, Logistics Group Commander, Operations Group Commander or Deputy Support Group Commander or their designee.” Below the statement will be placed “APPROVED/DISAPPROVED” and the applicable signature block. The Wing Commander or Vice Commander/Senior ART, if the Wing Commander is off station will sign the orders request for the 908 ASTS that contain home station orders for ARTs. **Note:** If the group authority desires to delegate the authority, the designee for the particular group is limited to one level below the group commander in the full-time staff for that group. If no designee is authorized, the approval authority will be the Wing Commander in the absence of the Group Commander.

1.6. 908 AW/FMA and 908 AW/FMFP Responsibilities:

1.6.1. FMA will no longer maintain a copy of each employee’s timecard for audit purposes. Originals maintained by the individual who inputs timecard data and will be used during timecard audits.

1.6.2. The FMA Office will maintain the original copy of all AF Forms 428 in accordance with AFMAN 37-139, T177-21, Rule 3.

1.6.3. The FMFP Office will ensure that the timekeeper certifies the AF Form 938 according to paragraph 1.3.7. If blocks 47 & 48 are not completed, the order will be returned to the member or unit, Form 938, block 1.

1.6.4. The FMA Office will ensure that the applicable commander approval is documented prior to processing any transmittal containing ARTs home station active duty. If the statement is not present and signed by the applicable person, the order will be returned to the unit.

2. Compensatory Time Approval and Tracking. The supervisor will approve in advance, document, and track compensatory time. The following items are provided for your clarification:

2.1. Supervisors must ensure that the compensatory time cap is not exceeded and will also be responsible for computing the maximum compensatory time for each GS-11 and above. Provide the appropriate timekeeper a copy of how this computation was made. Each timekeeper must have a copy of

the individual's compensatory time cap on file for reference in the T&A book. Supervisors will ensure that the compensatory time cap is recalculated when there is a change in the employee's salary.

2.2. Complete, coordinate, and approve the AF Form 428 prior to compensatory time being worked. In emergency situations; obtain verbal approval by the approving authority, pending the processing of the AF Form 428. In such cases, include the following statement in the justification block of the AF Form 428: "PRIOR APPROVAL OBTAINED FROM APPROVING AUTHORITY" and processed no later than the following duty day.

2.3. Supervisors of individuals earning compensatory time will sign as requester on the AF Form 428. The OG/CC, LG/CC or SPTG/CD will approve requests for compensatory time off. Individuals non-exempt from FLSA may request compensatory time off in lieu of overtime pay. When this occurs, include overtime costs on AF Form 428 along with compensatory time and have the employee sign the following statement: "I request compensatory time be earned in lieu of overtime pay for hours indicated on this AF Form 428". The AF Form 428 requires a specific justification on it; use reverse side if necessary. In order to ensure an appropriate use of compensatory time/overtime, supervisors will review the work to be done prior to submitting the request.

3. Overtime Approval and Tracking. The general guidance outlined in paragraph 2b, 2c, and 2d for the approval and tracking of compensatory time is also applicable for premium pay for overtime work.

3.1. Approve overtime only when an absolute mission requirement exists. The supervisor will request overtime and justify it on an AF Form 428. Prior written approval must be obtained from the Wing Commander or Vice Commander/Senior ART, if the Wing Commander is off station.

3.2. 908 AW/FMA must certify that funds are available.

3.3. Submit a copy of the approved AF Form 428 with the timecard for input to DCPS.

3.4. Overtime is not authorized for ART personnel on the same day that the individual is scheduled for UTA.

4. Absences. The timekeeper will charge all absences, other than civilian TDY, as leave.

4.1. Inactive Duty Training (IDT) Control. Air Reserve Technicians (ARTs) and non-ART Civilian Employees completing IDT during civilian duty hours and utilizing the AF Form 40a, Record of Individual Inactive Duty Training, for documentation will process the form through their timekeeper before submission to the UTAPS monitor or military pay section for Readiness Management Periods (RMPs). The timekeeper will initial adjacent to block 12 and 13 on the AF Form 40a. Do not certify the AF Form 40a until the timekeeper accomplishes his or her documentation.

4.2. Additional Flying Training Periods (AFTP) Control. The Automated AFRC Form 918, Report of Inactive Duty Training Performance--AGTP/AFTP (USAFR), is used for accounting payment of Additional Flying Training Periods (AFTP).

4.2.1. The Operations Officer will appoint a verifier and alternate in writing.

4.2.2. The verifier will compare the AFTO Form 781, AFORMS Aircrew/Mission Flight Data Document, with the Automated Mission Sign-In Form on a daily basis. The verifier must ensure the duty period documentation for each AFTP reflects a minimum of four hours for a single AFTP and eight hours for a dual AFTP. The verifier's signature will attest to this review process.

4.2.3. AFTPs flown by ARTs or non-ART civilian employees during civilian duty hours, must reflect the type of leave and hours taken on the Mission Sign-In Form. ARTs and non-ART civilian employees will ensure their scheduled civilian duty hours are annotated in the civilian duty period block of the Mission Sign-In form for each day when AFTPs are flown, excluding civilian scheduled days off (SDO).

4.2.4. The Operations Timekeeper will cross check the Time and Attendance Cards against Mission Sign-In Forms and place initials in the designated block. The Operations timekeeper will notify the Wing timekeeper for Wing-assigned aircrew members who annotate leave on the Mission Sign-In Form. Prior to certification and processing of the AFTP Pay Roster, the Operations timekeeper will cross-check entries on the pay roster against time and attendance cards to ensure proper accounting of leave status and sign the Timekeeper block of the pay roster prior to submitting to the Operations Officer for certification.

4.2.5. The certifying official will ensure the flying time, duty time, and verifier's signature are properly recorded.

4.3. Additional Ground Training Periods (AGTP) Control. Procedures for AGTPs are the same as AFTP indicated in paragraph 4.2.3 of this regulation except these procedures apply to the Additional Ground Training Period Log, rather than a Mission Sign-In Form.

4.4. Active Duty Periods. All ARTs performing active duty on consecutive civilian workdays will be in appropriate leave status. Example: Civilian duty hours 0715-1600, active duty starting at 1601 for three (3) days. Document the first civilian period of 0715-1600 as a normal day, and document subsequent days as official leave even if the ART is on separate orders. However, if active duty is starting at 1500, document 0715-1500 as normal and charge appropriate leave for 1500-1600 (if not military leave), workdays that occur during that tour. However, if the employee uses military leave to cover any day of that tour, whether before or after the non-workday(s), the employee is charged military leave for all non-workdays that occur during that tour.

5. Military Leave:

5.1. An employee has the right to use accrued annual leave, LWOP, accrued compensatory time off, or accrued credit hours, for the entire length of their active duty, even if military leave is available, as authorized by Public Law 104-106. They will not be charged military leave for intervening non-workdays that occur during that tour. However, if the employee uses military leave to cover any day of that tour, whether before or after the non-workday(s), the employee is charged military leave for all non-workdays that occur during that tour.

5.2. If member uses military leave on Friday and Monday, military leave is charged for the weekend. Also include holidays if member is on military leave the day before and the day after.

6. Quality Assurance Inspection Procedures:

6.1. The 908 AW/CC designates a representative to inspect time and attendance records against the military pay records.

6.2. Active duty orders and inactive duty records for 25% of the assigned civilian/ART personnel on a semi-annual basis.

- 6.3. The designated representative will report all findings to the Wing Commander with a copy of discrepancies being forwarded to the appropriate timekeeper for correction.
- 6.4. The 908 AW/FMA will maintain quality assurance records in accordance with AFMAN 37-139.

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